



Transaction Code HELP

IDENTIFICATION

Transaction Code: ZFI2236

Transaction Title: Special Revenue Processing Dashboard – Cross Year

UTILIZATION

Frequency: As Needed

Primary Use: Use this transaction to process cross year special revenue journal entries:

- Fund/Cash carryovers

Alternate Uses: N/A

SELECTION CRITERIA - REQUIRED, RECOMMENDED & OPTIONAL FIELDS; HINTS & VARIANTS

This document covers Cross Year document creation and approval. This process creates two documents, one in each fiscal year. Single Year special revenue journal entries help can be found on the LaGov Help website at [ZFI2236 Special Revenue Processing Dashboard Single Year](#).

Special Revenue Processing Dashboard		
Action		
<input type="radio"/> Create Single Year Document <input checked="" type="radio"/> Create Cross Year Document <input type="radio"/> Access Existing Documents		
Current Year Document Document Number <input type="text"/> Document Date <input checked="" type="checkbox"/> Posting Date <input checked="" type="checkbox"/> Reference <input type="text"/> Doc.Header Text <input type="text"/>	Approval Overview Agency Approved <input type="checkbox"/> STO Approved <input type="checkbox"/> OSRAP Approved <input type="checkbox"/> Transacting BA <input checked="" type="checkbox"/>	Additional Details Initiated By <input type="text"/> A Agency Document Type <input type="text"/> 29 Created By <input type="text"/> JFOWLER JASON FOWLER Created On <input type="text"/> 05/22/2023 Changed By <input type="text"/> JFOWLER JASON FOWLER Changed On <input type="text"/> 05/22/2023 Agency Approver <input type="text"/> Agency Approved On <input type="text"/> STO Approver <input type="text"/> STO Approved On <input type="text"/> OSRAP Approver <input type="text"/> OSRAP Approved On <input type="text"/>
Prior Year Document Document Number <input type="text"/> Document Date <input checked="" type="checkbox"/> Posting Date <input checked="" type="checkbox"/> Reference <input type="text"/> Doc.Header Text <input type="text"/>	Totals Overview Current Year Amount <input type="text"/> 0.00 Prior Year Amount <input type="text"/> 0.00 <div> </div>	

Required Fields:

- Document Date
- Posting Date
- Transacting Business Area

Recommended Fields:

- Document Header Text

Optional Fields: None

Hints: None

Variants: None


ADDITIONAL NOTES

- The Special Revenue Processing Dashboard allows agencies to create special revenue processing documents (Z9 document type) to transfer funds from one fund to another.
- Z9 document numbers are system generated upon Save.
- A cash automatic transfer is processed when the document is posted.
- Each document created is assigned a document status, allowing for tracking of documents that are:
 - RED status: Document Saved with errors or has not been fully approved.
 - GREEN status: Document has been fully approved and posted.
- Z9 documents require approval before the documents can be posted. Users with Post authorization who are not the last to edit the document can approve. Agency initiated documents must be approved by the Agency before OSRAP and STO can approve. OSRAP or STO initiated documents created on behalf of an agency do not require agency approval but must be approved by the other controlling agency.
- Documents can only be edited by the agency who initiated it.
- ZFI2236 records who and when a document was initiated/created, changed, and approved.
- The document must be coded to either a Business Area that is related to the transacting Business Area, or authorized Business Area.
- Transfers must be coded to a valid special revenue GL account.
- The special revenue document may be classified to a designated account assignment string and/or to an open customer receivable.
- The transaction allows for multiple accounting strings and multiple open receivable documents to be coded on one document.
- The transaction allows for the document attachment functionality.

TRANSACTION PROCESS and OUTPUT OVERVIEW

A. Create Document - Select Create Cross Year Document, then select execute.

Special Revenue Processing Dashboard



Action

☐ Create Single Year Document

☒ Create Cross Year Document

☐ Access Existing Documents

Enter Header data: Current Year Document Section - Document Date, Posting Date (Must be a date in an open fiscal period in the current fiscal year), and Transacting Business area are required fields. Document Header Text is a free text field.













Current Year Document	Approval Overview	Additional Details
Document Number <input type="text"/>	Agency Approved <input type="checkbox"/>	Initiated By <input type="text" value="A"/> Agency
Document Date <input checked="" type="checkbox"/>	STO Approved <input type="checkbox"/>	Document Type <input type="text" value="29"/>
Posting Date <input checked="" type="checkbox"/>	OSRAP Approved <input type="checkbox"/>	Created By <input type="text" value="JFOWLER"/> JASON FOWLER
Reference <input type="text"/>	Transacting BA <input checked="" type="checkbox"/>	Created On <input type="text" value="05/22/2023"/>
Doc.Header Text <input type="text"/>		Changed By <input type="text" value="JFOWLER"/> JASON FOWLER
		Changed On <input type="text" value="05/22/2023"/>
Prior Year Document	Totals Overview	Agency Approver <input type="text"/>
Document Number <input type="text"/>	Current Year Amount <input type="text" value="0.00"/>	Agency Approved On <input type="text"/>
Document Date <input checked="" type="checkbox"/>	Prior Year Amount <input type="text" value="0.00"/>	STO Approver <input type="text"/>
Posting Date <input checked="" type="checkbox"/>		STO Approved On <input type="text"/>
Reference <input type="text"/>		OSRAP Approver <input type="text"/>
Doc.Header Text <input type="text"/>		OSRAP Approved On <input type="text"/>

Enter Header data: Prior Year Document Section - Document Date and Posting Date (Must be a date in open fiscal period in the prior fiscal year) are required fields. Document Header Text is a free text field.

Current Year Document	Approval Overview	Additional Details
Document Number <input type="text"/>	Agency Approved <input type="checkbox"/>	Initiated By <input type="text" value="A"/> Agency
Document Date <input checked="" type="checkbox"/>	STO Approved <input type="checkbox"/>	Document Type <input type="text" value="29"/>
Posting Date <input checked="" type="checkbox"/>	OSRAP Approved <input type="checkbox"/>	Created By <input type="text" value="JFOWLER"/> JASON FOWLER
Reference <input type="text"/>	Transacting BA <input checked="" type="checkbox"/>	Created On <input type="text" value="05/22/2023"/>
Doc.Header Text <input type="text"/>		Changed By <input type="text" value="JFOWLER"/> JASON FOWLER
		Changed On <input type="text" value="05/22/2023"/>
Prior Year Document	Totals Overview	Agency Approver <input type="text"/>
Document Number <input type="text"/>	Current Year Amount <input type="text" value="0.00"/>	Agency Approved On <input type="text"/>
Document Date <input checked="" type="checkbox"/>	Prior Year Amount <input type="text" value="0.00"/>	STO Approver <input type="text"/>
Posting Date <input checked="" type="checkbox"/>		STO Approved On <input type="text"/>
Reference <input type="text"/>		OSRAP Approver <input type="text"/>
Doc.Header Text <input type="text"/>		OSRAP Approved On <input type="text"/>

Enter line item data for Current year and Prior Year tabs. GL Account, Debit/Credit, Amount, Business area, Fund, Cost Center, Etc.

GL 4830016 can only / must be used on Current Year Entry tab

Prior Year Entry		Current Year Entry										
<div><div><div></div><div></div><div> Add</div><div> Copy</div><div> Delete</div><div> Propose Reporting Fund</div></div></div>												
G/L Account	D/C Indic.	Loc. curr. amount	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830016	Credit	100.00	856	8560000200	8560000000							
4830016	Credit	200.00	856	8560000300	8560000000							
4830016	Credit	300.00	856	8560000600	8560000000							
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										

GL 4830017 can only / must be used on Prior Year Entry tab

Prior Year Entry			Current Year Entry										
<div><div><div><div><div></div><div></div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div><div></div><div></div></div><div><div></div></div></div></div></div>													
<div><div><div></div><div></div></div></div>	G/L Account	D/C Indic.	Loc. curr. amount	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
	4830017	Debit	100.00	856	8560000200	8560000000							
	4830017	Debit	200.00	856	8560000300	8560000000							
	4830017	Debit	300.00	856	8560000600	8560000000							
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										

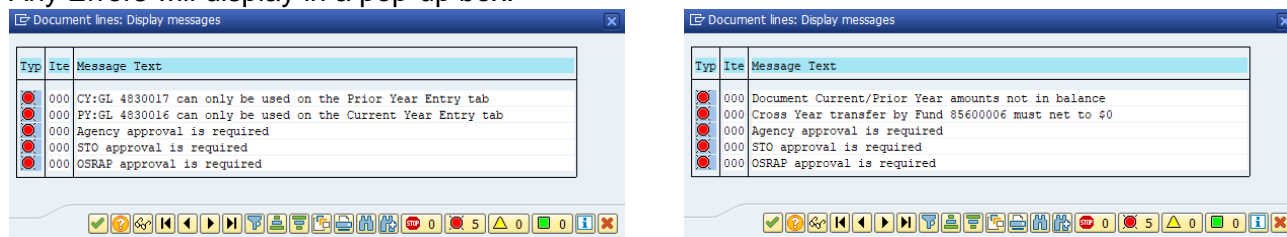
Validations are in place to ensure these entries are limited to special revenue transfers. Only certain GL accounts are available to use with Cross Year transactions

GL Account	GL Description	Single FY Entry	Cross FY Entry
1150150	DUE FROM OTHER FUNDS SEEDS	X	X
1159010	IMPREST ACCOUNT SEEDING/REPLENISHMENT	X	
2120150	DUE TO OTHER FUNDS SEEDS	X	X
4710135	MISC REC- PRIOR YEAR LOAN PAYBACK CLEARING	X	
4830010	INTER FUND CY TRANSFERS OUT	X	X
4830011	INTER FUND CY TRANSFERS IN	X	X
4830012	INTER FUND PY TRANSFERS IN	X	X
4830013	INTER FUND PY TRANSFERS OUT	X	X
4830014	INTRAFUND TRANSFER	X	X
4830015	PY CASH CARRYOVER ADJUSTMENT	X	
4830016	PY CASH CARRYOVER		X
4830017	PY CASH OUT		X
4830018	8-G PRIOR YEAR REFUNDS		
4830019	PRIOR YEAR BUSINESS AREA FUND LOAN PYBK-TRNF IN	X	
4830020	PRIOR YEAR BUSINESS AREA FUND LOAN PYBK-TRNF OUT	X	

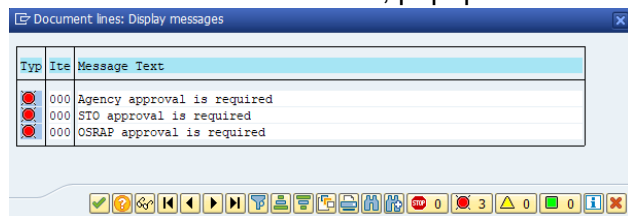
Select Check to review the document for errors.

Create Cross Year Special Revenue Document		

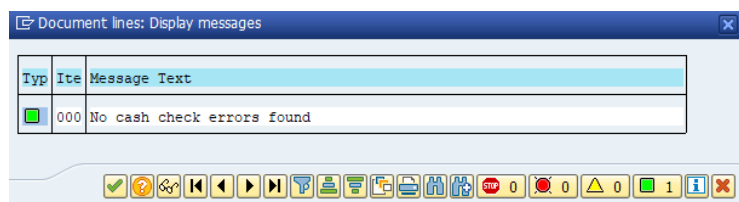
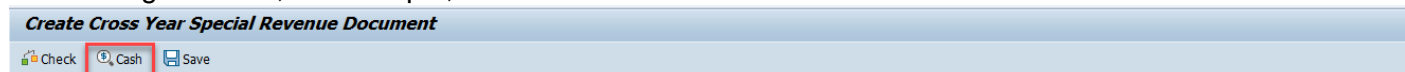
Any Errors will display in a pop-up box:



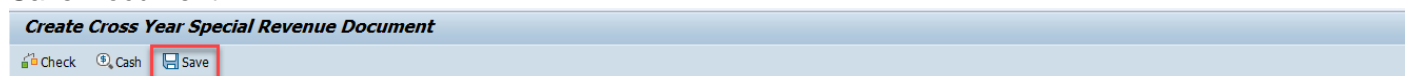
Once all errors are corrected, popup box will display remaining required approval steps.



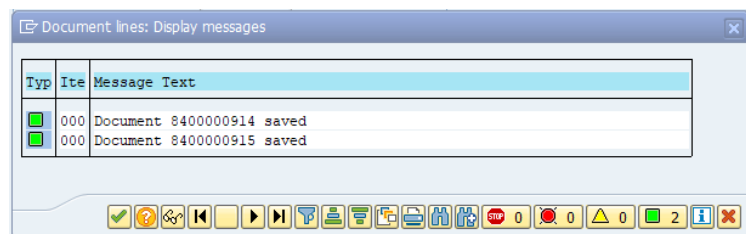
Select Cash icon to check for cash errors. The system checks for cash shortages for the Funds that are transferring cash out, for example, line items with debits to revenue transfer GLs.



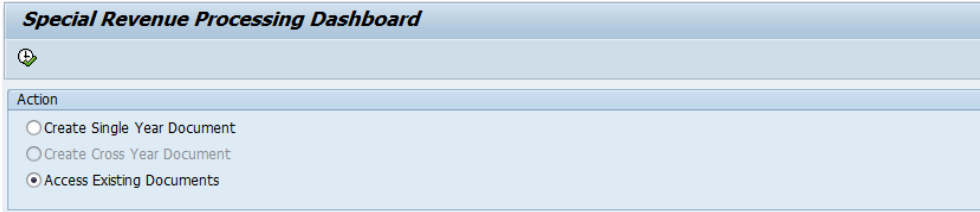
Save Document.




Pop-up box with 2 document numbers will appear. One document for each fiscal year.



B. Access Existing document – Select Access Existing Documents.



Special Revenue Processing Dashboard



Action

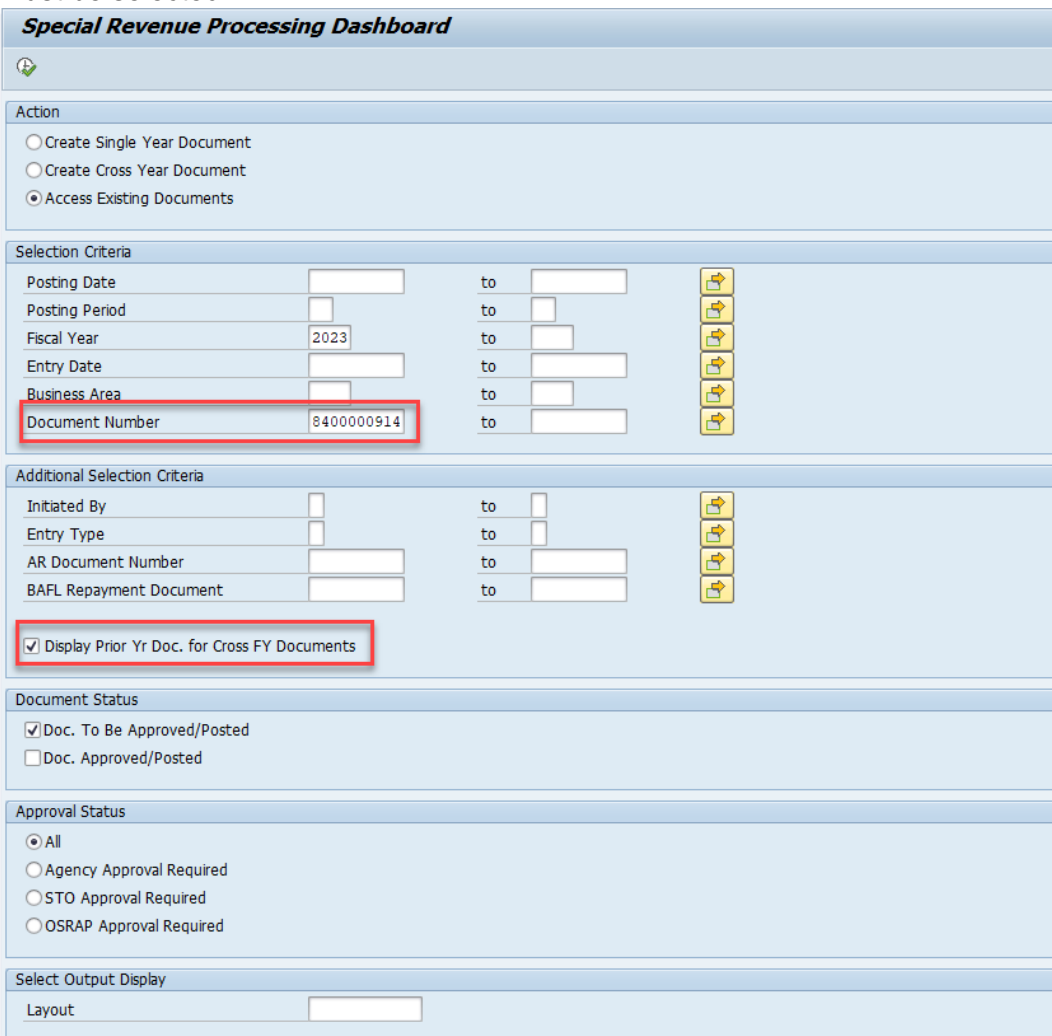
☐ Create Single Year Document

☐ Create Cross Year Document


☒ Access Existing Documents

The selection screen of the dashboard is dynamic, and provides various selection criteria to search for documents and view their statuses. Users can execute the report for all documents or specific document(s). If the document number is unknown, Selection Criteria, Additional Selection Criteria, and Document Status fields can be used to narrow down the search.

To search by document number, enter the document number and select execute. Note: For Cross Year Documents, enter the current year document number. To also view the related prior year document, the checkbox “Display Prior Yr. Doc. for Cross FY Documents” (in the Additional Selection Criteria section) must be selected.



Special Revenue Processing Dashboard









Action

☐ Create Single Year Document





☐ Create Cross Year Document

☒ Access Existing Documents

Selection Criteria

Posting Date	<input type="text"/>	to	<input type="text"/>	
Posting Period	<input type="text"/>	to	<input type="text"/>	
Fiscal Year	2023	to	<input type="text"/>	
Entry Date	<input type="text"/>	to	<input type="text"/>	
Business Area	<input type="text"/>	to	<input type="text"/>	
Document Number	8400000914	to	<input type="text"/>	

Additional Selection Criteria

Initiated By	<input type="text"/>	to	<input type="text"/>	
Entry Type	<input type="text"/>	to	<input type="text"/>	
AR Document Number	<input type="text"/>	to	<input type="text"/>	
BAFL Repayment Document	<input type="text"/>	to	<input type="text"/>	

☒ Display Prior Yr Doc. for Cross FY Documents

Document Status

☒ Doc. To Be Approved/Posted

☐ Doc. Approved/Posted

Approval Status

☒ All

☐ Agency Approval Required

☐ STO Approval Required

☐ OSRAP Approval Required

Select Output Display

Layout

Double click either document number to view the transaction. Note that the two documents reference each other and the prior year document is identified with a checkmark in the Prior Yr column.

STATE OF LOUISIANA																			
Report Name: ZFI2236 Special Revenue Processing Dashboard																			
Report Date & Time: 06/23/2023 08:50:52																			
Doc.Status	Entry Type	Document No	Prior Yr	Int. By	Trans. BA	Reference	BAFL Reply	Doc.Header Text	Doc. Date	Posting Date	Entered on	Period	Fiscal Yr	Agcn. Aprd	OSRAP Aprd	STO Aprvd	Agcn.Aprvr	OSRAP Apr	STO Apr
	C	8400000914	<input type="checkbox"/>	A	856	8400000915		FREE TEXT FIELD	07/01/2022	07/01/2022	06/23/2023	1	2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	C	8400000915	<input checked="" type="checkbox"/>	A	856	8400000914		FREE TEXT FIELD	06/30/2022	06/30/2022	06/23/2023	12	2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Note all fields are grayed out in display mode.

Display Cross Year Special Revenue Document 8400000914 & 8400000915

Edit Check Cash Changes

Current Year Document
Document Number: 8400000914
Document Date: 07/01/2022
Posting Date: 07/01/2022
Reference: 8400000915
Doc.Header Text: FREE TEXT FIELD

Approval Overview
Agency Approved: ☐
STO Approved: ☐
OSRAP Approved: ☐
Transacting BA: 856 DEPT OF ENVIRONMENTAL QUA...

Additional Details
Initiated By: A Agency
Document Type: Z9
Created By: JFOWLER JASON FOWLER
Created On: 06/23/2023
Changed By: JFOWLER JASON FOWLER
Changed On: 06/23/2023

Prior Year Document
Document Number: 8400000915
Document Date: 06/30/2022
Posting Date: 06/30/2022
Reference: 8400000914
Doc.Header Text: FREE TEXT FIELD

Totals Overview
Current Year Amount: 600.00
Prior Year Amount: 600.00-

Agency Approver:
Agency Approved On:
STO Approver:
STO Approved On:
OSRAP Approver:
OSRAP Approved On:

Prior Year Entry Current Year Entry

G/L Account	D/C Indic.	Loc.curr.amount	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830016	Credit	100.00	856	8560000200	8560000000							
4830016	Credit	200.00	856	8560000300	8560000000							
4830016	Credit	300.00	856	8560000600	8560000000							

Select each tab to review account assignment and amounts.

To make any changes after the document is saved, select the Edit icon. The document changes from display mode to edit mode. Only the agency that initiated the document can make edits to the document.

Display Cross Year Special Revenue Document 8400000900 & 8400000901

Edit Check Cash Changes

C. Agency Approval – Select Access Existing Documents.

Note: Agency approval is not required if OSRAP or STO initiated the document on behalf of the agency.

To approve the document:

- The document needs to be error free.
- The “Approved” check box must be selected.
- The user must be different from the one that made the last change.
- The user must have ZFI2236 Post authorization.

These criteria also apply to documents initiated by OSRAP or STO.

Last Updated: 6/23/2023

ZFI2236: Page 7 of 14

Enter document number on the Access Existing Document(s) option and select execute.

- Alternatively, to view all documents requiring your agency approval, select Doc. To be Approved/Posted and Agency Approval Required options together as shown.

Document Status

☒ Doc. To Be Approved/Posted

☐ Doc. Approved/Posted

Approval Status

☐ All

☒ Agency Approval Required

☐ STO Approval Required

☐ OSRAP Approval Required

Double click either document number to view the transaction.

STATE OF LOUISIANA

Report Name: ZFI2236 Special Revenue Processing Dashboard

Report Date & Time: 06/23/2023 08:50:52

Doc.Status	Entry Type	DocumentNo*	Prior Yr	Int. By	Trans. BA	Reference	BAFL Repay	Doc.Header Text	Doc. Date	Posting Date	Entered on	Period	Fiscal Yr	Agcn. Aprd	OSRAP Aprd	STO Aprvd	Agcn. Aprv	OSRAP Apr	STO Apr	Z9Document	AR Document	AR Receipt	Msg type
	C	8400000914	<input type="checkbox"/>	A	856	8400000915		FREE TEXT FIELD	07/01/2022	07/01/2022	06/23/2023	1	2023	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							E
	C	8400000915	<input checked="" type="checkbox"/>	A	856	8400000914		FREE TEXT FIELD	06/30/2022	06/30/2022	06/23/2023	12	2022	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							E

Display Cross Year Special Revenue Document 8400000914 & 8400000915

Edit Check Cash Changes

Current Year Document	Approval Overview	Additional Details
Document Number: 8400000914	Agency Approved: <input type="checkbox"/>	Initiated By: A Agency
Document Date: 07/01/2022	STO Approved: <input type="checkbox"/>	Document Type: 29
Posting Date: 07/01/2022	OSRAP Approved: <input type="checkbox"/>	Created By: JFOWLER JASON FOWLER
Reference: 8400000915	Transacting BA: 856 DEPT OF ENVIRONMENTAL QUA...	Created On: 06/23/2023
Doc.Header Text: FREE TEXT FIELD		Changed By: JFOWLER JASON FOWLER
		Changed On: 06/23/2023
Prior Year Document	Totals Overview	Agency Approver
Document Number: 8400000915	Current Year Amount: 600.00	Agency Approved On: <input type="checkbox"/>
Document Date: 06/30/2022	Prior Year Amount: 600.00-	STO Approver: <input type="checkbox"/>
Posting Date: 06/30/2022		STO Approved On: <input type="checkbox"/>
Reference: 8400000914		OSRAP Approver: <input type="checkbox"/>
Doc.Header Text: FREE TEXT FIELD		OSRAP Approved On: <input type="checkbox"/>

Prior Year Entry Current Year Entry

G/L Account	D/C Indic.	Loc.	curr.amount	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830016	Credit		100.00	856	8560000200	8560000000							
4830016	Credit		200.00	856	8560000300	8560000000							
4830016	Credit		300.00	856	8560000600	8560000000							

Select Edit.

Display Cross Year Special Revenue Document 8400000900 & 8400000901

Edit Check Cash Changes

Document can now be approved. Select Agency Approved box, then Save Document.

Edit Cross Year Special Revenue Document 8400000914 & 8400000915

Display Check Cash **Save** Delete

Current Year Document		Approval Overview		Additional Details	
Document Number	8400000914	Agency Approved	<input type="checkbox"/>	Initiated By	A Agency
Document Date	07/01/2022	STO Approved	<input type="checkbox"/>	Document Type	29
Posting Date	07/01/2022	OSRAP Approved	<input type="checkbox"/>	Created By	JFOWLER JASON FOWLER
Reference	8400000915	Transacting BA	856 DEPT OF ENVIRONMENTAL QUA..	Created On	06/23/2023
Doc.Header Text	FREE TEXT FIELD			Changed By	JFOWLER JASON FOWLER
				Changed On	06/23/2023

Prior Year Document		Totals Overview		Agency Approver	
Document Number	8400000915	Current Year Amount	600.00	Agency Approver	
Document Date	06/30/2022	Prior Year Amount	600.00--	Agency Approved On	
Posting Date	06/30/2022			STO Approver	
Reference	8400000914			STO Approved On	
Doc.Header Text	FREE TEXT FIELD			OSRAP Approver	
				OSRAP Approved On	

Prior Year Entry Current Year Entry

G/L Account	D/C Indic.	Loc.curr.amount	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830016	Credit	100.00	856	85600000200	85600000000							
4830016	Credit	200.00	856	85600000300	85600000000							
4830016	Credit	300.00	856	85600000600	85600000000							
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										
		0.00										

Document lines: Display messages

Typ	Ite	Message Text
000	000	Document 8400000914 saved
000	000	Document 8400000915 saved

Navigation icons: [OK] [Cancel] [Previous] [Next] [Find] [Print] [Help] [STOP] [Error] [Warning] [Info] [Close]

After saving document, click the check icon to view remaining approvals required.

Document lines: Display messages

Typ	Ite	Message Text
000	000	STO approval is required
000	000	OSRAP approval is required

Navigation icons: [OK] [Cancel] [Previous] [Next] [Find] [Print] [Help] [STOP] [Error] [Warning] [Info] [Close]

D. OSRAP Approval – Select Access Existing Documents.

Note: For agency initiated documents, OSRAP or STO approval can occur in any order, however, final approver must also post the document. Agency approval must occur before OSRAP or STO can approve the document.

Enter document number on the Access Existing Document(s) option and select execute. (Same as step C, double click the document number, then select Edit Icon).

- Alternatively, to view all documents requiring your agency approval, select Doc. To be Approved/Posted and OSRAP Approval Required options together as shown.

Document Status

☒ Doc. To Be Approved/Posted
☐ Doc. Approved/Posted

Approval Status

☐ All
☐ Agency Approval Required
☐ STO Approval Required
☒ OSRAP Approval Required

Select OSRAP Approved Box, then Save Icon.

Edit Cross Year Special Revenue Document 8400000914 & 8400000915

Display Check Cash **Save**

Current Year Document		Approval Overview		Additional Details	
Document Number	8400000914	Agency Approved	<input checked="" type="checkbox"/>	Initiated By	A Agency
Document Date	07/01/2022	STO Approved	<input type="checkbox"/>	Document Type	29
Posting Date	07/01/2022	OSRAP Approved	<input type="checkbox"/>	Created By	JFOWLER JASON FOWLER
Reference	8400000915	Transacting BA	856 DEPT OF ENVIRONMENTAL QUA...	Created On	06/23/2023
Doc.Header Text	FREE TEXT FIELD			Changed By	JFOWLER JASON FOWLER
				Changed On	06/23/2023
				Agency Approver	BTHERIO BRIDGET THERIOT
				Agency Approved On	06/23/2023
				STO Approver	
				STO Approved On	
				OSRAP Approver	
				OSRAP Approved On	

Prior Year Document		Totals Overview	
Document Number	8400000915	Current Year Amount	600.00
Document Date	06/30/2022		
Posting Date	06/30/2022	Prior Year Amount	600.00--
Reference	8400000914		
Doc.Header Text	FREE TEXT FIELD		

Prior Year Entry Current Year Entry

G/L Account	D/C Indic.	Loc.curr.amount	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
4830016	Credit	100.00	856	8560000200	8560000000							
4830016	Credit	200.00	856	8560000300	8560000000							
4830016	Credit	300.00	856	8560000600	8560000000							

Document lines: Display messages



Typ	Itc	Message Text
000		Document 8400000914 saved
000		Document 8400000915 saved

E. Treasury Approval – Select Access Existing Documents.

Note: For agency initiated documents, OSRAP or STO approval can occur in any order, however, final approver must also post the document. Agency approval must occur before OSRAP or STO can approve the document.

- Alternatively, to view all documents requiring your agency approval, select Doc. To be Approved/Posted and STO Approval Required options together as shown.

Select STO Approved box, then the save icon at the very top of the document to post the document. The post icon only appears once all required approvals have been obtained.

Document lines: Display messages		
Typ	Itz	Message Text
	000	Document 8400000914 posted
	000	Document 8400000915 posted

[illegible]

F. Example - Transferring prior year agency Stat Ded Fund, to current year agency Stat Ded Fund if appropriated and an authorized Responsible Business Area for the Treasury Fund.









Enter Header data: Current Year Document Section - Document Date, Posting Date (Must be a date in an open fiscal period in the current fiscal year), and Transacting Business area are required fields. Document Header Text is a free text field.

Create Cross Year Special Revenue Document	
Check Cash Save	
Current Year Document	Approval Overview
Document Number	Agency Approved <input type="checkbox"/>
Document Date	STO Approved <input type="checkbox"/>
Posting Date	OSRAP Approved <input type="checkbox"/>
Reference	
Doc.Header Text	Transacting BA
STAT DED EXAMPLE	856

Enter Header data: Prior Year Document Section - Document Date and Posting Date (Must be a date in open fiscal period in the prior fiscal year) are required fields. Document Header Text is a free text field.




Create Cross Year Special Revenue Document	
Check Cash Save	
Prior Year Document	Totals Overview
Document Number	Current Year Amount
Document Date	100.00
Posting Date	Prior Year Amount
Reference	100.00-
Doc.Header Text	
STAT DED EXAMPLE	

Enter line item data for Current Year tab. GL Account, Debit/Credit, Amount, Business area, Fund, Cost Center, Etc. As noted above, the Current Year entry tab must contain GL 4830016.



Prior Year Entry		Current Year Entry											
<div><div></div><div><div>Add</div><div>Copy</div><div>Delete</div><div>Propose Reporting Fund</div></div></div>													
Sl.	G/L Account	D/C Indic.	Loc. curr. amount	BusA	Fund	Cost Center	WBS Element	Grant	Order	RPTG Fund	Functional Area	Ref. Key 3	Text
	4830016	Credit	100.00	856	Q02..Q0200	8560000000							
	4830014	Debit	100.00	856	Q02..Q0200	8560000000							
	4830014	Credit	100.00	856	85600Q0200	8560000000							
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										
			0.00										



















[illegible]

Document lines: Display messages

Typ	Ité	Message Text
	000	Agency approval is required
	000	STO approval is required
	000	OSRAP approval is required

Document lines: Display messages

Typ	Ita	Message Text
	000	Document 8400000902 saved
	000	Document 8400000903 saved

Navigation icons:              0  0  0  2  

G. Transaction ZFI2236 has attachment functionality using the Services for Object button.

Last Updated: 6/23/2023

- The Z9 document must be Saved for document number creation before an attachment can be added.
- Initiated By Agency - A
 - Agency users can view and edit attachments / notes at any time (Save/Approve/Posted)
 - OSRAP and STO users with Post authorization cannot view and edit attachments / notes until agency has approved the document. Once agency approved, OSRAP / STO can view/edit.
- Initiated By OSRAP - O
 - Agency users cannot view and edit attachments / notes at any time except when document is Posted via dashboard drilldown to document or FB03.
 - STO users with Post authorization cannot view and edit attachments / notes until OSRAP has approved the document. Once approved, STO can view/edit.
- Initiated By STO - S
 - Agency users cannot view and edit attachments / notes at any time except when document is Posted via dashboard drilldown to document or FB03.
 - OSRAP users with Post authorization cannot view and edit attachments / notes until STO has approved the document. Once approved, OSRAP can view/edit.

[LaGov ERP Report Quick Reference Guide](#)

This step-by-step guide will walk you through saving your own variants and customizing the output for any LaGov report. Print and keep it handy.

For additional information on LaGov reporting and navigation; review the following training courses in LEO:

- Core Component (ECC) Navigation & Reporting
- LaGov Reporting Basics
- LaGov Reporting Advanced